

CLEAR CREEK COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
SEPTEMBER 5, 2024 6:00 P.M.

Rod Twain called the regular meeting to order at 6:00 pm

Roll call: Rod Twain, Jim Christopherson, Cathy Hunter, & Julie Raymond present

Pledge of Allegiance led by Rod Twain

Others present: Nancy Presser Sec/Treas., Nicolette Moroney outgoing Sec/Treas., Steve Sader Water Maint/Dist Operator, Ross Kassbaum Fire Chief, Hailey Hanna Lassen Firesafe Council, Joe Johnstun WCSD General Manager, Joe Jimenez pending Resident Leader Clear Creek Firewise Council, Eileen Sader resident & other community members.

APPROVAL OF AGENDA:

Motion to approve the agenda was made by Julie Raymond, seconded by Rod Twain, all in favor, motion carried.

BUSINESS FROM THE FLOOR: Hailey Hanna Lassen Fire Safe Council made a presentation about the programs the Lassen Fire Safe Council will be implementing this and next year, announced their office location and next Council meeting. Ms. Hanna passed out maps of the properties that had defensible space projects treated, 34 in all in Clear Creek.

- Randy Meeks presented a document from the 2016 Generator issue verified by JD Hackett. Controller between generator and transfer switch not resolved since 2019. This is a lifesaving issue. Mr. Meeks presented an invoice from 2 years ago from the flood that has not been paid. Mr Meeks presented a 20 page draft legal document re: transparency and other issues, current ethic documents, meeting minutes and approvals such as painting of building, generator cover for transfer switch, estimates and documents requested.
- Community Member asked about pickup truck – that item on the agenda
- Joe Johnstun, GM WCSD – asked if GM CCCSD will have water certifications and if WCSD can ask for help.
- Eileen Sader presented document with questions regarding pickup truck, new hire of General Manager and ethics of such hiring and if there was a conflict of interest or favoritism and how new GM will manage her time in this position, previous General Manager's resignation and end of term and how Board dealt with public complaints against her and why the public was not informed about those dealings, Fire Chief and his roster of volunteer firefighters and insurance carried, asked if Water Operator's reprimands were discussed and addressed.
- Public attendee would like to know if the Fire Chief has a current DUI on his Driver's License.
- Public would like to know if the Fire Chief has a Class A or Class B Driver's License to drive the fire trucks.

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular meeting minutes of August 1, 2024 was made by Julie Raymond, seconded by Rod Twain, all in favor, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve August 2024 invoices & September 2024 payroll was made by Julie Raymond, seconded by Jim Christopherson, all in favor, motion carried.

DELINQUENTS: 21 Shut off notices went out on August 22, 2024. The Water Operator did not shut off any water as of the meeting. Water operator stated he was going on vacation and did not think it was wise to shut off water to residents while he was out of town and could not turn water back on if payments were made.

FINANCIAL REPORT:

Fire Department July 31, 2024 balance \$12,745.66 (August 2024 deposits \$0.00) (August 2024 expenditures \$ 3,173.17 August 31, 2024 balance \$ 9,572.49

Water Department July 31, 2024 balance \$ 145,200.29 (August 2024 deposits \$ 2,022.36) (August 2024 expenditures \$ 6,712.24) August 31, 2024 balance \$ 140,510.41

Plumas Bank savings acct \$ 50,315.64 and checking acct \$ 4,395.17

Cathy Hunter presented a question about the financial report and the way it was written. Ms. Hunter's question was answered.

Reviewed & motion to approve financials was made by Cathy Hunter, seconded by Jim Christopherson, all in favor, motion carried.

WATER DEPARTMENT REPORT:

Steve Sader reported water usage for the month of August 2024 was 4,599,480 gallons; spring height is 19, and 45 degrees and holding. No emergency runs on the generator. Finished putting the wall back together in upstairs storage/fire chief's office. Discovered leak on Wilson. Came in on August 8, 2024 and disconnected negative cables to 1121 truck because it was making buzzing noise. Fire hydrant on Rainbow is not draining down, will see if there is a shutoff for it so it can be rebuilt. If cannot be rebuilt will need to replace it. He tested for Lead and Copper with 5 residents. He turned in E-coli tests, results negative. We had a leak main break on Hamilton Rd, which WCSD assisted with repair. Chlorine residual not affected. Asked WCSD General Manager for parts list and cost estimate to replace a valve and a hydrant through Western Nevada is \$7000 for parts only, the job would take 8 hours which would cost \$1000 in labor. Recommendations were made from the water operator and board members to budget for new fire hydrants.

FIRE DEPARTMENT REPORT:

Ross Kassbaum reported there were no emergency calls this month or last month, was a call related to the fire house alarm going off. Received \$270.53 for table covers and banners. We were not approved for hazardous tree grant, CalFire in neighborhood doing inspections for fire mitigation.

- Question from board member, Cathy Hunter, regarding the tires replaced for both fire trucks. Receipt presented to board members. Question to the fire chief regarding new SOPs for the department and if board members can throw away the draft presented to the board.
- Question from the public for a list of all active fire volunteers. Answer is that it is on the website, which is listed on water bills.

INFORMATION / DISCUSSION ITEMS:

1. UPDATE ON WATER SYSTEM IMPROVEMENTS PROJECT GRANT – 50% of the design plan is finished reported by Nicki Moroney. An environmental package is ready for signatures. Mr. Twain's information was given as contact information.
2. MIKE JIMENEZ IS UNDER THE INFLUENCE THE UTILITY TRUCK WAS GIVEN TO THE WATER DEPT., WHY IS IT A FIRE TRUCK? – Ross Kassbaum, Fire Chief, reported that the pickup truck in question was brought to the board to be a quick response vehicle for water and fire. The board approved the acquisition of the truck in April 2024. CCCSD took possession in May 2024. The truck is registered as a CCCSD vehicle and an emergency vehicle. It is mostly used by the water operator now and houses the water operator's tools. The Fire Chief recommends this vehicle stay as an emergency vehicle because it is marked as such. Board Chair, Rod Twain, recommends this vehicle stay as an emergency vehicle so it can be used to go behind fire lines in the event of another fire.

Public questions: Which Department pays for the insurance of the truck, fire or water. Fire was identified as the department that pays the bill.

Public asked about a registration card to be placed in the fire truck – answer is that the vehicle is exempt from registration and not required to be placed in a truck. Public requested to have an insurance card in the truck.

Public questions were put to the board regarding who uses the pickup truck the majority of the time. The Board and Fire Chief confirmed that the Water Operator has the majority use of the truck unless in emergencies.

3. JOE JIMENEZ WANTS TO KNOW IF THE MANAGER DOES ANYTHING WRONG OR DOES SHE JUST PICK ON THE SAME PERSON ALL THE TIME SINCE HE'S THE ONLY EMPLOYEE OF THE TOWN? – Cathy Hunter answered that if the General Manager has a problem with an employee, the General Manager deals with the employee. Employee discipline is confidential. The Board oversees the GM. If a complaint is brought against the General Manager, the complaint needs to be brought to the Board as a whole. Not one board member can take action against the General Manager alone. The Board takes action in a Closed Session. A closed session is confidential. If no action was taken, then that is reported. Unless a decision is made, there is nothing to report.
4. EILEEN SADER WANTS TO KNOW WHERE HE GOES IF HE HAS AN ISSUE WITH HIS SUPERVISOR? WHO ARE THEIR SUPERVISORS? Eileen Sader responded that if there is no new information to answer this question, there is no further need to discuss it.

ACTION ITEMS:

1. DISCUSS/APPROVE REPAIR OF HOSE REEL ON ENGINE 1121 – The Fire Chief reported that there is something wrong with this engine's electrical problem. Curtis by the Chester Airport was recommended to look at the engine. The Water Operator confirmed there is a short in the wiring, making the solenoid turn off. The Fire Chief reported we cannot get an estimate. Board Member Jim Christopherson suggested the engine be taken to the mechanic and tell the mechanic to stop when he has reached a \$500 limit. The truck is still in service, it just means we have to retract the hose manually. No action was taken.
2. APPROVE RESOLUTION 2024 – 11 APPOINTMENT OF THE NEW GENERAL MANAGER – Rob Twain motioned to approve the new General Manager. Julie Raymond seconded the motion. The motion carried unanimously.

Comment from Public – Answer questions in writing by Eileen Sader. Post the Recording on the Website by Nancy Presser.

CLOSED SESSION: Personal: the appointment, employment, performance evaluation, discipline, complaints about or dismissal of a specific employee **(§ 54957(b) (1))**. Fire Chief.

Results of Closed Session: NO ACTION TAKEN

MATTERS INITIATED BY THE BOARD: None

The regular meeting of September 5th, 2024 was adjourned at 7:55 pm. The next regular scheduled monthly Board meeting will be Thursday October 3rd, 2024 at 6:00 pm at the Firehouse downstairs.

Catharine Hunter / Chair

Nancy Presser / Secretary